

**TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT**

TO: Mayor and Councilmembers

FROM/PHONE: Manny Diez, Director, Public Works and Capital Projects, 954-797-1245

PREPARED BY: Manny Diez, Director, Public Works and Capital Projects, 954-797-1245

SUBJECT: Resolution

AFFECTED DISTRICT: Townwide

ITEM REQUEST: Schedule for Council Meeting

TITLE OF AGENDA ITEM: CONTRACT - A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH CRAVEN THOMPSON AND ASSOCIATES. INC FOR CIVIL ENGINEERING SERVICES AND CIVIL ENGINEERING INSPECTION SERVICES.

REPORT IN BRIEF: The Town solicited proposals for firms to provide continuing miscellaneous CIVIL ENGINEERING SERVICES AND CIVIL ENGINEERING INSPECTION SERVICES. The Town approved the selection of CRAVEN THOMPSON AND ASSOCIATES. INC as one of the firms the Town would be entering into contracts with. Staff negotiated with CRAVEN THOMPSON AND ASSOCIATES. INC and presents the attached contract for execution by the Mayor. This master contract will establish an hourly rate schedule that will be the basis of pricing for all projects. As work assignments are identified, the appropriate Department Director or their designee will negotiate a Memorandum of Understanding defining the scope of work to be completed and the price for this work. All Memorandums of Understanding will be executed administratively. The initial term of the contract is three years. The TOWN shall have the option to renew this Agreement for a three year extension upon the same terms, conditions and limitations imposed hereby. Contract extensions, if appropriate, must be approved by the Town Council.

PREVIOUS ACTIONS: RESO # 2008-209

CONCURRENCES:

FISCAL IMPACT: Yes

Has request been budgeted? Yes

If yes, expected cost: Dependent on the number of work assignments

Account Name: Dependent on the projects(s) and department(s)

RECOMMENDATION(S): Motion to approve resolution

Attachment(s): Resolution, Contract, Pricing Schedule, Consultant List, Corporation Information

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA,
AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH
CRAVEN THOMPSON AND ASSOCIATES. INC FOR CIVIL
ENGINEERING SERVICES AND CIVIL ENGINEERING
INSPECTION SERVICES.

WHEREAS, the Town of Davie is in need of CIVIL ENGINEERING SERVICES
AND CIVIL ENGINEERING INSPECTION SERVICES; and

WHEREAS, staff negotiated a master contract with CRAVEN THOMPSON
AND ASSOCIATES. INC which establishes hourly rates to be charged for all projects;
and

WHEREAS, as the need for services arises, CRAVEN THOMPSON AND
ASSOCIATES. INC will be required to enter into a Memorandum of Understanding with
the Town to authorize the work for each described scope of services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN
OF DAVIE, FLORIDA.

SECTION 1. The Town Council authorizes the Mayor to execute the master contract
with CRAVEN THOMPSON AND ASSOCIATES. INC for CIVIL ENGINEERING
SERVICES AND CIVIL ENGINEERING INSPECTION SERVICES which is attached
hereto.

SECTION 2. The Town Council authorizes the the appropriate staff member to
approve the Memorandum of Understanding for services which are derived from the
pricing structure of this master contract.

SECTION 3. The intital contract term is three years with an option to extend the contract for one additional three year term by mutual agreement of the parties. Contract extensions, if appropriate, must be approved by the Town Council.

SECTION 4. This resolutiuon shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2008.

MAYOR

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2008.

MEMORANDUM

Department of Budget and Finance

To: Mayor and Town Council

From: Herb Hyman, CPPB, Procurement Manager

Through: William Ackerman, Budget and Finance Director

Subject: Miscellaneous Engineering Services

Date: August 20, 2008

The Town has a need for continuing engineering services contracts. It is the desire of the selection committee to award contracts to three (3) firms in each discipline. Florida State Statutes defines "continuing services" as any study where the cost for professional services is less than \$50,000 or any construction project where the cost of construction is less than \$1,000,000. Listed below are the selection committee's recommendation which was arrived at after reviewing proposals and hearing oral presentations from short listed firms.

At the Town Council's request, we are expanding the award to the top four (4) firms in each discipline.

Civil Engineering Services

Craven Thompson
Calvin Giordano
ADA Engineering
R.J. Behar

Environmental Engineering Services

URS Corporation
Calvin Giordano
C3TS
Chen & Associates

Traffic Engineering Services

C3TS
R.J. Behar
URS Corporation
(no award for 4th place-last interviewee did not show)

Civil Engineering Inspection Services

Calvin Giordano

Craven Thompson

R.J. Behar

C3TS

Land Surveying Services

Miller Legg & Associates

Stoner & Associates

McLaughlin Engineering

Calvin Giordano

Structural Engineering

Beiswenger Hoch

C3TS

R.J. Behar

URS Corporation

Electrical Engineering

C3TS

GLE Associates

Calvin Giordano

URS Corporation

Mechanical Engineering

GLE Associates

C3TS

URS Corporation

R.J. Behar

**AGREEMENT BETWEEN THE TOWN OF DAVIE AND
CRAVEN THOMPSON & ASSOCIATES FOR CIVIL ENGINEERING SERVICES AND CIVIL
ENGINEERING INSPECTION SERVICES**

THIS AGREEMENT, made and entered into the ____ day of _____, 2008,
by and between:

TOWN OF DAVIE, FLORIDA
a municipal corporation
6591 Orange Drive
Davie, Florida 33314
(hereinafter referred to as "TOWN")

Craven Thompson & Associates, INC
3563 NW 53rd Street
Fort Lauderdale, Florida 33309
(hereafter referred to as "CORPORATION")

WHEREAS, the Town issued a Request for Proposal (B-08-100) for
Services; and

WHEREAS, the intent of the Town staff is to recommend multiple awards
to the Town Council and establish a list of qualified firms; and

WHEREAS, the recommended firms will provide professional services for
projects that do not exceed \$1,000,000.00 in basic construction cost or \$50,000.00 for a planning or
study activity pursuant to the "continuing services" Section 287.055, Florida Statutes; and

WHEREAS, the Town Council approved staff's recommendation by
Resolution R-2008-209- and authorized the Town Administrator or his designee to negotiate
contracts for such services.

NOW, THEREFORE, in consideration of the benefits provided by
CORPORATION to the citizens of Davie and the covenants and conditions herein expressed and
the faithful performance of all such covenants and conditions, the parties agree as follows:

Section 1.

1.01 The above recitals are true and correct and are incorporated herein.

Section 2. TERM

2.01 This Agreement shall be effective upon the approval of the Town Council and shall terminate three (3) years from that date. However, either party may terminate this Agreement by providing a thirty (30) calendar days written notice. The TOWN shall have the option to renew this Agreement for a three year extension upon the same terms, conditions and limitations imposed hereby.

Section 3. SCOPE OF SERVICES

3.01 CORPORATION acknowledges that its firm is on a list of urban planning firms to be considered by the Town to provide professional services for projects that do not exceed \$1,000,000.00 in basic construction cost or \$50,000.00 for a planning or study activity pursuant to the "continuing services" Section 287.055, Florida Statutes.

3.02 CORPORATION will conduct services as outlined in the TOWN'S RFP B-08-100. CORPORATION will be required to provide experienced professional service in all architectural/engineering disciplines.

3.03 CORPORATION acknowledges that from time to time TOWN will contact CORPORATION to perform a specified scope of work. All work to be performed by CORPORATION must be authorized by the TOWN, with such authorization containing additional information, terms and conditions related to the specific project.

3.04 CORPORATION will enter into a Memorandum of Understanding with TOWN for the "Authorization of Work" for each required scope of service to be completed by CORPORATION.

Section 4. CONSIDERATION

4.01 Should TOWN request services from CORPORATION, such services shall be provided in accordance with the price schedule, which is inclusive of all fees and expenses, including travel and other direct expenses. Said price schedule is attached hereto and incorporated herein as Exhibit "A". CORPORATION may submit a revised exhibit "A" for consideration by TOWN during the term of the Agreement; however, CORPORATION may only submit a revision once during any twelve month period.

Section 5. DUTIES AND RESPONSIBILITIES OF TOWN

5.01 Timely review and comment on all work product submitted by CORPORATION and schedule all required meetings on a timely basis.

5.02 Other assistance as may be required by CORPORATION to complete required work authorized by TOWN.

Section 6. INSURANCE

6.01 Prior to commencing work, the CORPORATION shall provide TOWN with certified copies of all insurance policies providing coverage as required.

6.02 The CORPORATION shall secure and maintain, at its own expense, and keep in effect during the full period of the agreement a policy or policies of insurance, which must include the following coverages and minimum limits of liability:

(a) **Professional Liability Insurance** in an amount not less than \$1,000,000.00 per occurrence.

(b) **Worker's Compensation and Employer's Liability Insurance** for all employees of the CORPORATION engaged in work under the Agreement in accordance with the laws of the State of Florida. The CORPORATION shall agree to be responsible for the employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.

(c) **Comprehensive General Liability Insurance** with the following minimum limits of liability:

\$1,000,000.00 Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence. Coverage shall specifically include the following minimum limits not less than those required for Bodily Injury Liability and Property Damage:

\$500,000.00 Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence:

- (1) Premises and Operations;
- (2) Independent Contractors;
- (3) Products and Completed Operations;
- (4) Broad Form Property Damage;
- (5) Broad Form Contractual Coverage applicable to the Contract and specifically confirming the indemnification and hold harmless agreement in the Contract;
- (6) Personal Injury Coverage with employment and contractual exclusions removed and deleted;
- (7) Explosion, collapse, underground coverage (X - C - U)

(d) **Comprehensive Automobile Liability Insurance** for all owned, non-owned and hired automobiles and other vehicles used by the CORPORATION in the performance of the work with the following minimum limits of liability:

\$1,000,000.00 Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence.

6.03 ALL LIABILITY INSURANCE POLICIES SHALL SPECIFICALLY PROVIDE THAT THE TOWN OF DAVIE IS AN ADDITIONAL NAMED INSURED OR ADDITIONAL INSURED WITH RESPECT TO THE REQUIRED COVERAGES AND THE OPERATIONS OF THE CORPORATION UNDER THE AGREEMENT. INSURANCE Companies selected must be acceptable to TOWN. All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be canceled, materially changed or renewal refused until at least thirty (30) calendar days written notice has been given to TOWN by certified mail.

6.04 The required insurance coverage shall be issued by an insurance company duly authorized and licensed to do business in the State of Florida with the following minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide:

Financial Stability B+ to A+

6.05 The CORPORATION is required to submit a list of claims presently outstanding against their professional liability coverage. This information must be provided by and signed by the agent of the insurance carrier. If no outstanding claims exist, a statement of this fact must be provided by and signed by the agent of the insurance carrier.

Section 7. INDEMNIFICATION

7.01 GENERAL INDEMNIFICATION: The CONTRACTOR agrees to indemnify and hold harmless the TOWN, its officers, agents, and employees, from any and all liability, defense costs, including attorneys' fees, and all other fees incidental to the defense, loss, or damage the TOWN may suffer as a result of claims, demands, costs, or judgments against it arising from the subject project. Nothing in this agreement shall be construed to affect in any way the TOWN'S rights, privileges, and immunities as set forth in Florida Statutes 768.28. Nothing in the Agreement shall be construed to benefit or grant any claim or cause of action to any third party.

7.02 PATENT AND COPYRIGHT INDEMNIFICATION: The CORPORATION agrees to indemnify, defend, save and hold harmless the TOWN, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any material, property or other work in connection with the performance of the Agreement. Any and all work products produced during the term of this contract by CORPORATION shall be the sole property of the TOWN.

Section 8. TERMINATION AND DEFAULT

8.01 In the event CORPORATION shall default in any of the terms, obligations, restrictions or conditions of the Proposal documents, TOWN shall give written notice by certified mail, return receipt requested to CORPORATION of default and that such default shall be corrected or actions taken to correct such default shall be commenced within ten (10) calendar days thereof. In the event CORPORATION has failed to correct the conditions of default or the default is not remedied to the satisfaction and approval of TOWN, TOWN shall have all legal remedies available to it, including, but not limited to termination of this Agreement in which case the CORPORATION shall be liable for all procurement and reprocurement costs and any and all damages permitted by law arising from the default and breach of this Agreement.

8.02 TOWN shall have the right to terminate the Agreement, without cause, by giving written notice to CORPORATION of such termination and specifying the effective date thereof, at least thirty (30) calendar days prior to the effective date of termination.

Section 9. RECORDS AND AUDIT

9.01 TOWN reserves the right to audit the records of CORPORATION relating to this project at any time during the performance and term of the Agreement and for a period of three (3) years after completion and acceptance by TOWN. If required by TOWN, CORPORATION shall agree to submit to an audit by an independent certified public accountant selected by TOWN. CORPORATION shall allow TOWN to inspect, examine and review the records of CORPORATION at any and all times during normal business hours during the term of this Agreement.

Section 10. INDEPENDENT CONTRACTOR

10.01 It is understood and agreed that CORPORATION is and shall remain an independent contractor with respect to the services being performed by CORPORATION pursuant to this Agreement and shall not, for any purpose, be deemed an employee of TOWN.

Section 11. CONFLICT OF INTEREST

11.01 CORPORATION covenants that no person under its employ who presently exercises any functions or responsibilities in connection with this Agreement has any personal financial interests, direct or indirect, with TOWN. CORPORATION further covenants that, in the performance of this Agreement, no person having such conflicting interest shall be employed. Any such interests, on the part of CORPORATION or its employees, must be disclosed in writing to TOWN.

11.02 CORPORATION is aware of the conflict of interest laws of Broward County and the State of Florida, Chapter 112, Florida Statutes (1993), as amended, and agrees that it will fully comply in all respects with the terms of said laws.

11.03 CORPORATION warrants that it has not employed or retained any person employed by TOWN to solicit or secure this Agreement and that it has not offered to pay, paid, or agreed to pay, any public official or person employed by TOWN any fee, commission, percentage, brokerage fee or gift of any kind, contingent upon or resulting from the award of his privilege.

Section 12. ASSIGNMENT

12.01 This is a personal services Agreement whereby TOWN has expressly retained CORPORATION. This Agreement is not assignable or transferable in whole or in part without the prior expressed written consent of the TOWN which consent can be arbitrarily withheld.

Section 13. COMPLIANCE WITH LAWS

13.01 CORPORATION shall comply with all statutes, laws, ordinances, rules, regulations and lawful orders of the United States of America, State of Florida, Town of Davie and of any other public authority which may be applicable to this Agreement.

Section 14. VENUE

14.01 Any claim, objection or dispute arising out of the terms of this Agreement shall be litigated in the Seventeenth Judicial Circuit in and for Broward County, Florida and the prevailing party to any resultant judgment shall be entitled to an award of all reasonable attorney's fees, paralegal expenses, interest and court costs incurred by such prevailing party against the losing party including reasonable appellant attorney's fees, interest and taxable costs.

Section 15. GOVERNING LAW

15.01 The validity, construction and effect of this agreement shall be governed by the laws of the State of Florida.

Section 16. INSOLVENCY

16.01 In the event that either party shall become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or its assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights of creditors, or become subject to rehabilitation, then, at the option of the other party and immediately upon written notice, this Agreement shall terminate and be of no further force and effect.

Section 17. ENTIRE AGREEMENT

17.01 This Agreement contains the entire understanding of the parties relating to the subject matter hereof superseding all prior communications between the parties, whether oral or written, and this Agreement may not be altered, amended, modified or otherwise changed nor may any of the terms hereof be waived, except by a written instrument executed by both parties. The failure of a party to seek redress for violation of or to insist on strict performance of any of the covenants of this Agreement shall not be construed as a waiver or relinquishment for the future of any covenant, term, condition or election but the same shall continue and remain in full force and effect.

Section 18. SEVERABILITY

18.01 Should any part, term or provision of this Agreement be by the courts decided to be illegal or in Conflict with any law of the State, the validity of the remaining portions or provisions shall not be affected thereby.

Section 19. NOTICES

19 . 01 All notices or other communications required by this Agreement shall be in writing and deemed delivered upon mailing by certified mail, return receipt requested, to the following persons and addresses unless otherwise specified herein:

TOWN:

Procurement Manager
Town of Davie
6591 Orange Drive
Davie, Florida 33314

CORPORATION:

Craven Thompson & Associates, INC
3563 NW 53rd Street
Fort Lauderdale, Florida 33309

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first written above, in two (2) counterparts, each of which shall without proof or accounting for the other counterpart be deemed an original Contract.

Witness:

Contractor

BY

Title

Date: _____

OWNER

Town of Davie, a Florida
Municipal Corporation

ATTEST:

Russell Muniz
Town Clerk

Tom Truex
Mayor

(Seal)

Gary Shimun
Town Administrator

APPROVED AS TO FORM AND
CORRECTNESS:

DATE: _____

John Rayson
Town Attorney
Town of Davie

Council Approved: _____
Date

Craven Thompson

EXHIBIT A

HOURLY FEE SCHEDULE

OCTOBER 1, 2008

Principal.....	\$220/Hour
Principal Engineer.....	\$180/Hour
Senior Supervising Engineer.....	\$160/Hour
Principal Surveyor/Landscape Architect/Planner.....	\$145/Hour
Senior Engineer.....	\$120/Hour
Landscape Architect/Senior Planner.....	\$115/Hour
Professional Land Surveyor.....	\$110/Hour
Project Engineer/Surveyor/Planner/Biologist/Landscape Designer.....	\$105/Hour
Senior Field Representative.....	\$90/Hour
Senior CADD Technician.....	\$80/Hour
Field Representative.....	\$80/Hour
Clerical.....	\$65/Hour
Survey Field Crew.....	\$115/Hour
Survey Field Crew with GPS Equipment.....	\$155/Hour

SCHEDULE OF EXPENSES AND OTHER CHARGES

1. Reproduction and Reprographics
 - a. Blueline Prints = \$0.50/Sq. Ft.
 - b. Mylar Reproducibles = \$2.50/Sq. Ft.
 - c. Outside Printing = At Cost plus 10%
 - d. Xerox (Standard) Copies = \$0.20/Sheet
 2. Recording and Permit Fees = At Cost plus 10%
 3. Services of Outside Consultants = At Cost plus 10%
-

FLORIDA DEPARTMENT OF STATE DIVISION OF CORPORATIONS	
Home	Contact Us
E-Filing Services	Document Searches
Forms	Help

[Previous on List](#) [Next on List](#) [Return To List](#)

[Events](#) [Name History](#)

Detail by Entity Name

Florida Profit Corporation

CRAVEN, THOMPSON & ASSOCIATES, INC.

Filing Information

Document Number	254407
FEI Number	590948029
Date Filed	01/01/1962
State	FL
Status	ACTIVE
Last Event	AMENDED AND RESTATED ARTICLES
Event Date Filed	10/17/1994
Event Effective Date	NONE

Principal Address

3563 NW 53RD STREET
FORT LAUDERDALE FL 33309
Changed 06/14/1990

Mailing Address

3563 NW 53RD STREET
FORT LAUDERDALE FL 33309
Changed 06/14/1990

Registered Agent Name & Address

MCDONALD, THOMAS M PRES
3563 NW 53RD ST
FT LAUDERDALE FL 33309 US
Name Changed: 01/03/2006
Address Changed: 02/22/1995

Officer/Director Detail

Name & Address

Title DPT
MCDONALD, THOMAS